

Local Support Function #1 - Transportation

Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.

Local Transportation Resources:

Local School Bus Companies:

Company Contact Info:

In Town Drivers:

Local Car Pools:

Contact Info:

Local ATV/Snowmobile club or ATV/snowmobile owners

Contact Info:

Local Truck Drivers:

Owner/Operator Info:

Regional Transportation Resources

School Bus Companies:

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Regional Taxis

Contact Info:

Any existing agreements (MOU or Mutual Aid):

Regional Transportation Org.

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Private Bus Companies

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Off Road Resources

ATV club

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Snowmobile clubs

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Other transportation resources:

Ferries/Charter Boats

Contact Info:

Resources available:

Any existing agreements (MOU or Mutual Aid):

Local Support Function #2 - Communications

Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.

Local Radio Resources:

For local radio resources, please see Appendix B2 of the Local Emergency Operations Plan – Communication Plan

In this communications plan, consider including the following frequencies:

- Local Fire Department: Dispatch Channel, Tactical Channel, Water Supply Channel, Traffic Control Channel, Repeater Channels
- 1st Response/Rescue: Dispatch Channel, Ambulance Response Channel, Hospital Communications Channel
- Police: Dispatch Channel, Tactical Channel
- Highway / DPW: Inter-Truck Channel
- Schools: Primary Channel, Playground Channel

Local Radio Operators

RACES (Radio Amateur Civil Emergency Service): 1-800-347-0488

Local contact info (name, phone #, call #):

Available services/capabilities:

Regional Radio Communications:

ACFA Adopted Frequencies (channel, common name, frequency):

Other Fire Frequencies:

EMS Frequencies:

Hospital/other (common name and frequency):

Law Enforcement Frequencies:

Radio frequencies monitored by VT State Police/Sheriff Dept:

Highway Crews/DPW:

Schools/College:

Telephone Coverage:

Local Phone services Main Office and Emergency Phone contact info:

Emergency Communications:

EAS Activation: Contact DEMHS 1-800-347-0488

National Weather Service Phone # (Emergency broadcasts)

NWS Burlington (800) 863-4279

NWS Albany 1-518-435-9580

Radio Servicing:

Company name, Phone #:

Local Support Function #3 – Public Works & Engineering

Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.

Highway Department:

Primary Contact Person (Name, Phone #, Radio, Cell):

Secondary Contact Person (Name, Phone #, Radio, Cell):

Home office (Location, Phone #, Radio, etc):

Equipment List:

Vehicles (Type, Designation #, Radio #)

Equipment (Type, Designation #, Radio #)

Other (culvert thawer, generator, etc.)

Water Department:

Primary Contact Person (Name, Phone #, Radio, Cell):

Secondary Contact Person (Name, Phone #, Radio, Cell):

Home office (Location, Phone #, Radio, etc):

Water Plant (location, Phone #):

Water Tank locations:

Equipment List:

Vehicles (Type, Designation #, Radio #):

Equipment (Type, Designation #, Radio #):

Other (generator, etc.):

Critical Valve locations (main valves to shut down portions of system if needed):

Emergency water supply locations (in the event of system failure, where residents could go to fill containers. These would be opened 1st):

Sewer Department:

Primary Contact Person (Name, Phone #, Radio, Cell):

Secondary Contact Person (Name, Phone #, Radio, Cell):

Home office (Location, Phone #, Radio, etc):

Sewer Plant (location, Phone #):

Pump Station locations:

Equipment List:

Vehicles (Type, Designation #, Radio #):

Equipment (Type, Designation #, Radio #):

Other (generator, etc.):

Pre-Designated Contractors: (Include Information for each Contractor)

Primary Contact Person (Name, Phone #, Radio, Cell):

Secondary Contact Person (Name, Phone #, Radio, Cell):

Home office (Location, Phone #, Radio, etc):

Equipment List:

Vehicles (Type, Designation #, Radio #):

Equipment (Type, Designation #, Radio #):

Other (culvert thawer, generator, etc.):

Include copies of rates and any agreements in place (or where they can be found):

Mutual Aid Agreements in Place:

Include any signed Mutual Aid Agreements and Rates with other Towns and/or other entities (large businesses with many resources)

Highway Priority List:

Which roads must be kept open and/or cleared first (have the Select Board identify roads that:

1. Serve a large number of residents
2. Serve as through roads important to the region
3. Serve special needs residents (elderly, handicap)

Written Policy Adopted by Selectboard? (Yes/No Location)

Local Support Function #4 – Fire Resources

Resources in support of structural and wildfire firefighting.

Local Fire Resources:

Fire Chief:

Fire Department Members list (include contact info and training):

Fire Department Vehicle List (include radio designation and capabilities):

Fire Department Equipment List (generators, SCBA, etc.):

Fire Department SOG's/SOP's:

Mutual Aid Agreements:

Pre-Planned responses:

Local Forest Fire Warden:

Regional Fire Resources:

Mutual Aid Depts. (include manpower, equipment, capacities):

Regional/County Resource contact info (Mobile Command Post, Decon Trailer, Mass Casualty Trailer, etc):

State Forest & Parks (Wildfire contact info): Call DEMHS (800)-347-0488

American Red Cross (family assistance):

CERT: To request deployment, call DEMHS (800)-347-0488

Local Support Function #5 – Emergency Management, Recovery & Mitigation

Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.

Town Contacts:

Local EMD (contact info):

Deputy EMD (contact info):

Select Board (Names & contact info):

Primary, Secondary, and Tertiary EOCs (Please complete Planning Task #3 of the Local EOP):

Emergency Management Info:

Disaster Declaration Forms: (Please see appendix A1 of the Local EOP)

Financial Accounting Forms:

Local Support Function #6 – Mass Care, Food & Water

Resources available to coordinate sheltering, feeding and first aid for disaster victims.

Local Contacts:

Local Shelter Coordinator (contact info):

Trained Shelter Operator List (name, contact info):

Select Board (Names & contact info):

Local Shelter Info (for each shelter):

Please complete Planning Task #6 of the Local EOP.

Local Shelter Resources:

Food Resources:

Hotel/Motel/B&B Resources:

Meals on Wheels (local contacts):

Church auxiliary:

Regional Shelter Resources:

Red Cross Regional Office (Phone #)

Shelter Trailer (Contact info & capacity)

Porta Potties:

Tents/supplies:

Food Resources:

Hotel/Motel/B&B Resources:

Local Support Function #7– Resource Support

Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.

Resource Contacts:

Vermont Division of Emergency Management and Homeland Security (DEMHS):
1-800-347-0488 (24 hr phone #)

CERT: Contact DEMHS (1-800-347-0488)

Tracking Resources:

Volunteer sign-in sheets (attach)
Financial reporting forms (attach)
Equipment deployment lists (attach)
Personnel deployment lists (attach)

Local Support Function #8– Health & Medical Services

Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.

Local Contacts:

Rescue Squad/1st Response contact info:

Town Health Officer contact info:

Deputy THO contact info:

Location of town special needs list and access procedures:
(Please complete Planning Task #1 of the Local EOP)

List and contact info of MD's and Nurses who live in town:

Regional Contacts:

Physical Health:

Hospital contact info:

Mutual aid ambulance emergency #:

Mutual aid ambulance non-emergency contact info:

Air Med-Evac:

Nursing home/residential care info:

Pharmacy contact info:

Medical Examiner contact info:

Local funeral home contact info.

Other mortuary info. (large coolers, refrigerated trucks, etc):

Mental Health:

Schools and Children Crisis Counseling
Critical Incident Stress Management (CISM)
Suicide Prevention in Disaster
Emergency/ Disaster Response Team

Other Resources: Via DEMHS 1-(800) 347-0488

Copy of District Mass Casualty Plan: (attach)

Location and contact info for regional MCI Trailer

Local Support Function #9– Search and Rescue

Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.

Local Resources:

Local Fire Department:

Local Rescue Squad/1st response:

Local Law Enforcement:

Local ATV/Snowmobile club or ATV/snowmobile owners:

Other contacts:

Town Maps: Please include on page 7 of the Local EOP

Regional Resources:

Technical Rescue:

Boats:

Ice Rescue:

Fire:

EMS:

Police:

ATV or Snowmobile clubs for off-road searches:

Other Resources:

American Red Cross: 1-800-660-9130

CERT: Please contact DEMHS (800-347-0488)

Civil Air Patrol: Please contact DEMHS (800-347-0488)

Coast Guard: Please contact DEMHS (800-347-0488)

Urban Search & Rescue Strike Teams (Rope & Tech Rescue. Also: Trench Rescue, Water Rescue, Confined Space, Structural Collapse.): Please contact DEMHS (800-347-0488)

Local Support Function #10– Hazardous Materials

Resources available for response, inspection, containment and cleanup of hazardous materials.

In-Town Contacts:

Local Public Alert/Warning System: (siren, 211, etc):

Local Fire Department call-out process:

Local Rescue Squad/1st response:

Local Law Enforcement call-out process:

Known storage sites in town:

In-Town Clean-up Caches:

State Contacts:

HAZMAT Hotline and Regional Decon Team (for initial report of spill): 1-800-641-6005

Agency of Natural Resources Spill Response Team: Please contact DEMHS (800-347-0488)

National Weather Service Phone # (Emergency broadcasts)

NWS Burlington (800) 863-4279

NWS Albany 1-518-435-9580

Request a Spot Forecast: http://www.weather.gov/btv/spot_instructions

All other state agencies: Please contact DEMHS (800-347-0488)

Contractors:

Attachments:

Local Support Function #11– Agriculture and Natural Resources

Locally available assets for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency.

Local Ag/Natural/Cultural Resources Info:

In-Town Veterinarians:

Town Health Officer:

Town Animal Control Officer:

Town Pound/Animal Shelter (including capacity):

Available Large Animal Shelter (including capacity):

Large Animal Transport (including capacity):

Local Ag Suppliers:

Town Tree Warden:

Town Cultural Resources:

Regional Ag Contacts:

List of local Veterinarians (including specialties):

Local Animal Hospitals:

Local animal shelter/boarding facilities (including capacity):

County Extension Agent:

Department of Health District Office:

Animal Rescue Resources:

Large Animal Technical Rescue Unit –Equine, Bovine, etc.:

Animal Disaster Response (Regional):

Animal Disaster Response (Statewide): Please contact DEMHS (800-347-0488)

Large Animal Transport:

Ag Suppliers:

Feed Suppliers:

Milk Transport:

Fuel Suppliers:

Equipment Suppliers:

Agricultural Chemicals:

Important State Ag Contacts:

Please contact DEMHS (800-347-0488)

Other Ag information:

Carcass removal/disposal guidelines (attach)

Sanitation guidelines (attach)

Important Cultural Resources Contacts:

Regional Cultural Resources Exposures:

Local Support Function #12– Energy

Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.

Emergency Information:

Town Energy Coordinator:

List of critical facilities (where electricity must be returned 1st):

List of special needs people who require power for survival:

Town-Owned Energy Resources:

Fuel:

Generators:

Other:

In Town Energy Resources:

In Town filling stations:

In Town fuel Suppliers:

In Town Generators:

In Town Electricians:

In Town Plumbing/Heating Contractors:

Regional Contacts:

Power Companies:

Fuel Suppliers:

Propane Suppliers:

Generators:

Electricians:

Plumbing and Heating Contractors:

Local Support Function #13– Law Enforcement

Assets used for the protection of life and property by enforcing laws, orders and regulations.
Resources available for area security, traffic and access control.

Local Resources:

Town Constable/s:

Police Department:

Important Contacts:

VSP Local:

VSP Public Safety District level:

Nearby Police Departments:

County Sheriff:

Local private security resources:

Mobile Command Post:

Specialty Team Information:

(Activate through DEMHS 1-800-347-0488 or VIA local VSP)

Canine Units (Agency, contact info and capabilities):

Bomb Squad (Not for military products):

Dive Teams (Agency, contact info, Federal Type Level):

Crowd Control/Riot (Agency, contact info, Federal Type):

Attachments:

Attach any existing Mutual Aid Agreements:

Available resources belonging to each agency listed:

Local Support Function #14– Public Information

Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.

Town Designated Public Information Officer

In-Town Public Alert Systems

Local Siren

Primary contact (phone, radio, other):

Secondary contact (phone, radio, other):

Meaning of horn(s) to the public (short description):

* Note: consider how the meaning of the horn(s) will be made clear to the public

Public Posting

Location of local notice boards:

Location of portable sign boards:

Door-to-Door Alerts

Lead person / agency contact (phone, radio, other):

Map of town (to divide the town into assigned areas):

List of volunteers willing to assist:

Calling tree

Contact information to initiate calling trees:

Other Contact Information

Contact information for ongoing emergency information:

Vermont 2-1-1: dial 2-1-1

Area Television Stations (including call sign):

Area Radio Stations (including call number and letters):

Area Newspapers:

EAS/EBS notifications: Please contact DEMHS (800-347-0488)

Weather alerts through Weather Service: 800 863-4279

Sample Media Communication

Sample press release:

Press release fax number:

* ALL information released to media/public must be cleared by Incident Commander(s)*